



Contracts Administrator

Hays | Energy • Western Sydney NSW



Base pay
\$80 - \$85 / hr



Work type
Temporary



Contract type
Not provided

Job details



Date posted
11 Sep 2021



Expiring date
11 Sep 2022



Category
Mining & Energy



Occupation
Building Contracts Administration



Base pay
\$80 - \$85 /hr



Work type
Temporary



Job mode
Standard/Business Hours

Full job description

Your new company

Our client is a top tier contractor who specialises in the delivery of major complex civil and infrastructure projects. They're looking to recruit an experienced Contracts Administrator on a contract basis, to assist in the delivery of a major civil project in Western Sydney.

Your new role

- You will be joining an already well-established team, managing packages up to \$120M. Your responsibilities will include, but will not be limited to:
- Preparing monthly financial reports
- Managing the contracts and commercials across work packages valued up to \$120M
- Leading claims and variation processes
- Liaising and maintaining strong and professional relationships with subcontractors, clients and stakeholders alike
- Ensuring that all commercial, contractual and mandatory processes are met and adhered to
- Ensuring all deadlines are met on time to a satisfactory standard

What you'll need to succeed

- A minimum of 5 years' previous experience working as a Contract Administrator in the construction space in Australia is essential
- Dealt with work packages up to \$120M
- Excellent communication and people management skills

What you'll get in return

- Work on one of Sydney's major civil and infrastructure projects
- Top tier contractor
- Long term contract with a potential to lead to a permanent role

What you need to do now

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV or call Chris Spittal now on 02 8226 9723

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